

**CITY OF GARDNER**

**DEVELOPMENT REVIEW COMMITTEE**

**MINUTES**

**AUGUST 11, 2016 at 9:30 a.m.**

*115 Pleasant Street, 2<sup>nd</sup> Floor Meeting Room  
Gardner, Massachusetts 01440*

**Members present:** T. Beauregard-DCDP, J. Cooke-Building Dept., J. Legros-Conservation, John Bernard-Police Dept., Dane Arnold-DPW, and R. Hankinson-City Engineer.

**Members absent:** *Raymond LaFond-ZBA, Jennifer Susen-Roy--Health Dept. R. Ares-Fire Dept.*

**Others Present:** C. Fucile-DCDP, Anthony Cleaves-Whitman & Bingham, Walter Bennett-Bennett Building Corp., David Sargent-Workers' Credit Union.

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***T. Beauregard opened the meeting at 9:30 a.m.***

**Approval of Minutes:**

✓ July 14, 2016

***Motion to approve minutes as presented.***

**J. Legros/R. Hankinson.**

**All in favor.**

<b>1. New Business – Workers' Credit Union Parking Lot Design</b>
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***Anthony Cleaves of Whitman & Bingham explained the following:***

- Workers' Credit Union is proposing to expand their parking by nine parking spaces.
- The house that was recently demolished is the area where the nine parking spaces will be added, incorporating from the existing parking area that currently is separated by a retaining wall, to create a total of sixteen (16) parking spaces in that area.
- Will be able to enter and exit into the new parking area, and the parking will be perpendicular.
- The ten foot buffer that exists there now will be maintained, which is located along the sidewalk area.
- The adjacent house, that is pretty close to the area where the house was demolished, will have an increase to the buffer zone of twelve (12) feet on that side, and a retaining wall in the back to catch the grades.
- The handicap parking spaces that currently exist will be relocated.
- The current accesses will not be changed, and will maintain as is.
- Does not believe there is something that would generate a site plan review.

**Comments, Suggestions, Questions:**

**T. Beauregard:**

Asked if there are existing lights, and would like to see a light plan submitted to the City Engineer.

*Response: There are no existing lights, but there are lights on the existing wall, and one in the upper parking lot. Also, will install a pole light for security purposes and some on the corners, and maybe some on the landscaped areas. The lighting will conform to the zoning.*

*A lighting plan will be submitted.*

**J. Bernard:**

Suggested pole cameras for security.

*Response: This will be accomplished, and currently there are security cameras on the Workers' Credit Union building.*

Asked if the stairway/walkway left from the demolished building that is out to the sidewalk facing the front of Main Street will be removed.

*Response: This will be removed.*

Commented that since people will be parking across from the Workers' Credit Union main artery to the entrance, would like to see a crosswalk placed between the parking lot and entrance.

*Response: Yes, a crosswalk will be placed.*

**J. Cooke:**

**Screening:**

Regarding the retaining wall behind the proposed parking lot, would like to see some type of screening provided, and also a continuous fence placed, in order to prevent foot traffic from the building to the north.

Suggested slats in the chain link fence.

Advised placing some shrubbery along the front, but to watch the visibility at the corner.

Recommended installing a wood guardrail facing Main Street to protect pedestrians if a car jumps the curb. As an example, noted Colonial Bank, which is lacking such a barrier.

**Snow storage:** Inquired about the snow storage, as well as this being shown on the plan, and would like the parking analysis for the required number of parking spaces for this building.

*Response: Unsure about the parking analysis for this building, and currently, the snow storage is placed behind the building in a few parking spots. Mr. Sargent stated he will have the snow taken off the premises.*

**Erosion:** Concerned about the north side of slope to prevent erosion for foundation, and maintenance of the landscaping there.

*Response: It is a typical 3-1 slope, and do not want to go too steep for that reason. Also, should be very easy to stabilize for construction.*

**R. Hankinson:**

Inquired if the existing catch basin is enough for the run-off, and will not run out to Main Street.

*Response: Will have less water getting out to Main Street because there is a high point located on the lot so the water is self-contained.*

Questioned if any calculations were done with regard to the capacity to handle a 10-25 year storm.

*Response:* No, because this is a small, residential lot, and based on experience, the catch basin can typically handle this type of lot, but if required, will provide this.

Stated he would like them to remove the curb cut that is left remaining since the demolition of the house, and put granite curbing, and mentioned that the City may have available granite curbing to replace the existing curb cut.

**D. Arnold:**

Believes one catch basin is not enough, and stressed changing to a double basin.

**J. Legros:**

Suggested two to three shade trees along the Main Street landscaped area shown on the plan.

Recommended directing the stormwater to the edges of the parking area through curb-cuts with gravel filtration bars and into the landscaped areas/medians and islands before directing it to the existing catch basin. This will provide some natural infiltration settling, and will reduce siltation and decrease water volume to the catch basin (*this is a stormwater Best Management Practice (BMP) and Low Impact Development technique recommended by Mass DEP*).

As an example, noted that the WCU branch location on Main Street, Fitchburg parking lot seems to have implemented similar stormwater BMP's for filtration and infiltration, and includes several shade trees.

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**Pedestrian Walkway Concerns:**

*Since pedestrians will be crossing from new parking lot to the main entrance of the building, the following concerns were stressed, along with suggestions:*

- Cars will be entering the existing parking lot main entrance and driving through the crosswalk.
- Do not want walkway right across from the entrance.
- Do not want pedestrians walking into the travel lane.
- Signage needs to be posted for walkway to provide awareness, and a safe transition for pedestrians' crossing over from one lot to the other.
- Suggest stamped concrete as a walkway, or a concrete pad for awareness.
- Recommended not ending crosswalk in parking lot area where cars will be turning into. The end of the crosswalk should be have some type of curbing on each side to protect pedestrians entering and existing crosswalk in parking area.
- Recommended a one-way entrance from Pleasant Street which may help with car flow.

<b>2. Other Business</b>
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**None.**

***Meeting adjourned at 10:24 a.m.***

All documents referenced or used during the meeting are part of the official record and are available in the Department of Community Development and Planning pursuant to the Open Meeting and Public Records Law.
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